

Document Checklist for Entering New Cases into CM/ECF¹

Updated 07/07/2008

- _____ Voluntary Petition (3 pages) (Official Form 1)
- _____ Exhibit D – Individual Debtor’s Statement of Compliance with Credit Counseling Requirement

In addition to Exhibit D, one of the following documents may be required to be filed in Individual filings only:

- _____ Certificate of Credit Counseling (11 U.S.C. § 109)
 - Must be docketed separately
 - Court Event: *Other* or;

Where Applicable:

- _____ Exigent Circumstances RE: Credit Counseling (11 U.S.C. § 109)
 - This pleading will be routed to the Judge for consideration.
 - Court Event: *Motions/Applications* or;

- _____ Exemption from Credit Counseling (11 U.S.C. § 109)
 - This motion will be routed to the Judge for consideration.
 - Court Event: *Motions/Applications*

- _____ Statement of Social Security Number (Official Form 21) – B-21
(Image available to court users only)
- _____ Creditors entered via creditor maintenance
- _____ Declaration RE: Electronic Filing
- _____ Filing fee: (See summary of filing fees listed on the web page: www.scb.uscourts.gov)

- _____ Summary of Schedules
- _____ Statistical Summary of Certain Liabilities
- _____ Schedules A-J

¹ This document is intended to assist with some of the initial case filing requirements particularly as it relates to the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005. This list may not be exhaustive and should not be considered as a replacement for the requirements of the Bankruptcy Code and Federal Rules of Bankruptcy Procedure.

_____ Statement of Financial Affairs

_____ Chapter 13 Plan

_____ Statement of Intent (Chapter 7 only)

_____ Chapter 7 Statement of Current Monthly Income and Means Test Calculation

- Chapter 7 Means Test (with the presumption of abuse)
- Court Event: *Other*

_____ Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income

- Court Event: *Other*

_____ Chapter 11 Statement of Current Monthly Income

- Court Event: *Other*

_____ Notice to Individual Consumer Debtor under § 342(b) of the Bankruptcy Code

- Court Event: *Other*

_____ Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition

- Court Event: *Other*

_____ Statement Disclosing Anticipated Increase/Decrease in Income/Expenditures

- If question number 17 on Schedule I **and** question number 19 on Schedule J is completed, this will satisfy this requirement.
- Court Event: *Other*

NOTE: All of the above documents may be filed with the new case filing under docket number 1 following the Voluntary Petition.

_____ *In Forma Pauperis* (For Chapter 7 Individual Only)

- If filed by an attorney, they must select the fee status IFP Waiver in order not to generate the filing fee.
- Court Event: *Motions/Applications*

_____ Tax Documents are not to be filed with the Court unless requested per 11 U.S.C. § 521(f)

- Image available to court users only
- Court Event: *Other*